

**Memorandum**

TO: Prospective Texas SLRAP Applicants

FROM: Lisa D. Melton, Special Projects Manager

SUBJECT: Texas Student Loan Repayment Assistance Program Application

DATE: February 16, 2017

The 2017-18 application period for the Texas Student Loan Repayment Assistance Program is now open for otherwise eligible applicants. This loan assistance period begins June 1, 2017 and ends on May 31, 2018.  The deadline is 11:59 PM on Monday, March 27, 2017.  When you apply you **MUST MARK all the sections COMPLETE AND you must SUBMIT** the application.  If you do not SUBMIT, you will not have timely filed your application. We will not know that you have an application since we ONLY look at applications that have been submitted.

The purpose of the Program is to encourage and enable lawyers carrying educational debt to work for Texas legal aid organizations and to assist legal aid programs in retaining experienced lawyers. The Program is structured as a loan which may be forgiven in the future, rather than a grant.

Attorneys are eligible for loan repayment assistance through this program if they work full-time for any Texas program that is:

1. a recipient of Texas Access to Justice Foundation (TAJF) funds,
2. a recipient of Legal Services Corporation funds, or
3. a Texas non-profit that provides civil legal services if at least 50% of the services provided are free to Texans whose income is 175% of federal poverty guidelines or less.

Additionally, eligibility is limited to attorneys who have worked for less than ten (10) years in legal aid, cumulatively.  The date for determining eligibility is the first day of legal aid employment in Texas. If employment has not been consecutive and without interruption, the applicant must provide employer(‘s’) name(s) and date(s) of employment in the NOTES section of the application.

For complete information on eligibility requirements, read the **Program Guidelines** found embedded as an attachment to the application site.  You **MUST certify** that you have read the guidelines when applying for the SLRAP.

**Please note**: the certifications (law school, employer and lender) **MUST** be received by the due date. Securing these will be the most difficult part of the process. Do NOT delay in making these requests.

To apply go to the online application site at http://grants.tajf.org.

1. IF you do not already have an account in the system, register with the site.
2. When you receive the e-mail confirming you as a registrant, you can log in at any time.
3. At the main menu, click on Funding Opportunity.
4. Review the SLRAP Guidelines and the instructions for each portion of the application carefully.
5. The certifications (law school, employer and lender) ***MUST*** be received by the due date.

The online application must be completed including uploading the certifications to your application by **Monday, March 27, 2017 at 11:59 PM**.

If you have questions, need further information and/or assistance navigating the application process, please contact TAJF Special Projects Manager, Lisa Melton, at LDMelton@teajf.org or call 512 320-0099, ext. 330.